



Installation Safety Office Fort Riley, KS



FY07 Training Plan

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All-Terrain Vehicle (ATV) Rider Course

Purpose: Provide instructions for the All-Terrain Vehicle (ATV) rider on the fundamentals of safe, responsible riding that can reduce the risk of death or injury to Army and civilian personnel, who operate ATV's off post in accordance with CG Policy Letter 06-1.

Course Description: This course includes Motorcycle Safety Foundation (MSF) advanced level instructions on the proper techniques for safe operation of the ATVs, as well as a driver skill and written tests.

Location: Wakefield, Kansas at the McGee Farm. See attached map at end of this training plan.

Length: 4 hours riding skills (0800-1200 or 1300-1600 summer months/ 1000-1200 winter months)

Prerequisites: No prerequisites, individual are required to wear long sleeve shirt, pants, and full fingered gloves.

Enrollment: Contact your Battalion Schools Point of Contact, S-3

Information: Call Installation Safety, Training Office, at 239-2334/2514. No charge to Active Duty Soldiers and their family members, Department of the Army Civilians (DAC), Military Retirees, and USAR/USARNG working on Fort Riley. This course is not open to the general public.

Dates: (Subject to change due to unfavorable weather conditions)

Call for the most current dates.

Child and Youth Services Training (CYS)

Purpose: To provide training for Child and Youth Services (CYS) employees on child care safety. This training ensures CYS personnel execute their duties in accordance with AR 608-10 and the Consumer Product Safety Commission playground safety standards.

Course Description: An overview of child safety practices, per AR 608-10. Class participants will have a working knowledge of their responsibilities and job requirements at the Child Development Center, School Age Services, Teen Center and in homes of Family Child Care Providers.

Location: Child Youth Services BLDG 6620

Length: 2.5 hours

Prerequisites: None

Enrollment: Scheduled through Child Youth Services at 239-9220

Information: Call Installation Safety, at 239-2514

Dates:

Scheduled by CYS Staff

Company Commander/First Sergeant Orientation Course

Purpose: To provide useful information about the Installation Safety Office to newly assigned Commanders and First Sergeants. The information provided will assist these leaders in the planning, executing and managing their unit safety program.

Course Description: This course covers areas, Composite Risk Management, safety inspections, privately owned vehicle (POV) safety, local safety issues. Includes a discussion of areas of responsibilities that Commanders and First Sergeants face in meeting the requirements of AR 385-10, FR 385-14 and the FR Safety Management Plan.

Location: Digital Learning Center, Bldg 7285, Custer Hill, Fort Riley, KS

Length: 1 hour

Prerequisites: Be selected to perform duties as Commanders and First Sergeants

Enrollment: **Scheduled through Fort Riley University (FRU).**

Dates:

Scheduled by Ft. Riley University

Dirt Bike Rider Course

Purpose: Provide instructions for the Dirt Bike rider on the fundamentals of safe, responsible riding that can reduce the risk of death or injury to Army and civilian personnel, who operate Dirt Bikes off post in accordance with CG Policy Letter 06-1.

Course Description: This course includes Motorcycle Safety Foundation (MSF) advanced level instructions on the proper techniques for safe operation of the Dirt Bikes, as well as a driver skill and written tests.

Location: Wakefield, Kansas at the McGee Farm. See attached map at the end of this plan.

Length: 5 hours riding skills (0700-1200/1300-1700)

Prerequisites: No prerequisites, individual are required to wear long sleeve shirt, pants, and full fingered gloves.

Enrollment: Contact your Battalion Schools Point of Contact, S-3

Information: Call Installation Safety, Training Office, at 239-2334/2514. No charge to Active Duty Soldiers and their family members, Department of the Army Civilians (DAC), Military Retirees, and USAR/USARNG working on Fort Riley. This course is not open to the general public.

Dates: (Subject to change due to unfavorable weather conditions)

Call for the most current dates.

Hazard Communication (HAZCOM) Train the Trainer

Purpose: To train instructors in the requirements of 29 CFR 1910.1200 and FR 385-14 and provide source information for necessary training aids. Instructors then provide training within their organization to meet FR 385-14 requirements and Federal law.

Course Description: Hazardous chemicals are virtually in every workplace. This course trains trainers on program requirements and the formal training requirements to provide soldiers/employees with safety precautions and information on chemical health hazards.

Location: Installation Safety Office, Bldg. 407, Room 6, Fort Riley, KS

Length: 4 hours, 0900-1200

Prerequisites: Must be Sergeant or above and possess the ability to conduct training

Enrollment: Call the Installation Safety, Training Office, at 239-2334/2514

Information: Call Installation Safety, at 239-2514

Dates:

***27 OCT 06**

28 NOV 06

14 DEC 06

***25 JAN 07**

06 FEB 07

06 MAR 07

***26 APR 07**

15 MAY 07

26 JUN 07

***26 JUL 07**

16 AUG 07

26 SEP 07

*** Conducted in conjunction with the Safety Officer/NCO Courses**

Motorcycle Defensive Driving Course (MDDC) Experienced Rider Course

Purpose: Provide instructions for the experienced rider on the fundamentals of safe, responsible motorcycling that can reduce the risk of death or injury to Army and civilian personnel, who operate motorcycles on or off post in accordance with AR 385-55, and CG Policy Letter 06-01.

Course Description: This course includes Motorcycle Safety Foundation (MSF) advanced level instructions on the proper techniques for safe operation of the motorcycle, as well as a driver skill and written tests.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS.

Length: 7 hours riding skills (0900-1600)

Prerequisites: Licensed by civil authority to drive motorcycle/moped. Possess a motorcycle in safe operating condition with insurance, as required by Kansas law and personal protective equipment, as required by AR 385-55, Appendix B and paragraph B-3, and Commanding General's Policy Letter 06-1, Motorcycle, and Moped. There will be NO sharing of motorcycles on the day of training.

Enrollment: **Contact your Battalion Schools point of contact, S-3**

Information: **Call Installation Safety, Training Office, at 239-8499/2514. No charge** to Active Duty Soldiers and their family members, Department of the Army Civilians (DAC), Military Retirees, and USAR/USARNG working on Fort Riley. This course is not open to the general public.

Dates: (Subject to change due to unfavorable weather conditions)

Scheduled every Friday

Motorcycle Defensive Driving Course (MDDC) Basic Rider Course

Purpose: Provide an introduction to the fundamentals of safe, responsible motorcycling that can reduce the risk of death or injury to Army and civilian personnel, who operate motorcycles on or off post in accordance with AR 385-55.

Course Description: This course includes Motorcycle Safety Foundation (MSF) instruction on the proper techniques for safe operation of the motorcycle, as well as a driver skill and written tests.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS.

Length: 15 hours (5 hours of classroom instruction and 10 hours of on-motorcycle instruction). Class starts at 0800 and ends at approximately 1700.

Prerequisites: Licensed by civil authority to operate a motor vehicle (learners permit acceptable). Be in proper attire IAW AR 385-55, Appendix B (with the exception of helmets with face shields, which will be provided by contractor). MSF contractor will provide motorcycles. All soldiers, their family members and Department of the Army civilians must complete a MSF course prior to registering their motorcycles/mopeds on post.

Enrollment: Contact your Battalion Schools point of contact, S-3.

Information: Call Installation Safety, Training Office, at 239-8499/2514. No charge to Active Duty soldiers and their family members, Department of the Army Civilians (DAC), Military Retirees, and USAR/USARNG working on Fort Riley. This course is not open to the general public.

Dates: (subject to change due to unfavorable weather conditions or instructor constraints)

Scheduled every Tuesday/Wednesday

New Employee Safety Briefing

Purpose: To provide new civilian personnel working at Fort Riley useful information about the Fort Riley Safety Program and their responsibilities for working safely. This information will help personnel better understand their responsibilities in preventing work place accidents/illnesses and to gain knowledge about various hazards on Fort Riley.

Course Description: Course describes various safety program elements of the Installation Safety and other organizations on Fort Riley that interact with safety. Other topics discussed include employee responsibilities for working safely, HAZCOM overview, Voluntary Protection Program (VPP), Composite Risk Management review and personal protective equipment.

Location: Civilian Personnel Advisory Center (CPAC), Bldg. 319, Fort Riley, KS

Length: 1 hour

Prerequisites: None

Enrollment: Call the CPAC at 239-2205

Information: Call CPAC at 239-2205

Dates:

Scheduled by CPAC

Respiratory Safety Training

Purpose: 29 CFR 1910.134, AR 11-34, and FR 11-34 prescribes responsibilities, policies, and essential elements to establish, execute, and maintain the Army Respiratory Protection Program at Fort Riley. Commanders and Directors will ensure that any operation requiring personnel to wear a respirator for their safety and health are identified and evaluated, soldiers and supervisors are properly trained, and personnel required to wear respirators are fit tested and provided respirators.

Course Description: Course describes why the respirator is necessary, limitations and capabilities of the respirator, how to effectively use the respirator in normal and emergency situations, inspection procedures, donning and doffing, proper fitting, seal checks, care, maintenance, proper storage procedures and responsibilities of unit respiratory program managers. Fit testing will be conducted after classroom training.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 2 1/2 hours, 0900-1130,

Prerequisites: Must be assigned duties that require the use of a respirator and/or have been identified as requiring a respirator during the hazard assessment. **Personnel MUST be screened by the Occupational Health Representative (239-7042) at Irwin Army Community Hospital prior to fit testing and training.** Supervisors must attend training with their employees/soldiers.

Enrollment: Call the Installation Safety Technician at 239-0517/2514

Information: Call Installation Safety at 239-2514

Dates:

Fit Test/Training scheduled upon request

Reserve Component Annual Training Briefing

Purpose: To provide reserve units with accident reporting requirements of safety, hazardous material needed to properly conduct safe and effective training during their two-week use of the Fort Riley training areas and Garrison. Unit safety representatives are taught accident reporting, and hazardous material handling requirements in accordance with AR 385-10.

Course Description: The briefing is designed to educate soldiers on accident avoidance, accident reporting procedures. During the briefing, unit representatives will receive training and safety materials and a copy of the Fort Riley Safety Management Plan

Location: Designated off-post location

Length: 1 Hour

Prerequisites: None

Enrollment: N/A

Information: Call the Installation Safety Office, Training Office at 239-2334.

Dates:

Scheduled by RCSD as needed

Composite Risk Management

Purpose: To train leaders on the five basic steps used in risk management: 1) identify hazards, 2) assess hazards, 3) develop controls and make risk decisions, 4) implement controls, 5) supervise and evaluate in accordance with AR 385-10 and FM 5-19.

Course Description: **Composite** risk management is a logic-based common sense approach to making calculated decisions on human, materials, and environmental factors before, during and after every operation, task or event. Using the composite risk management process will enable leaders to maximize operational capabilities while minimizing risks to soldiers, family members, employees, and property. Leaders at every level have the responsibility to identify hazards, take measures to reduce or eliminate hazards, and then to accept risk only to the point that the benefits outweigh the potential losses. During this training all participants will learn the five basic steps involved in risk management and perform several risk management evaluations.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 4 hours

Prerequisites: None.

Enrollment: Call the Installation Safety, Training Office, at 239-2334

Information: Call Installation Safety at 239-2514

Dates:

Course scheduled upon request

Safety Officer/NCO Course

Purpose: To gain proficiency in the field of accident prevention in order to reduce accidental manpower and monetary losses at the unit level. Unit Safety Officers/NCOs must attend this course within 90 days of appointment.

Course Description: Course covers program requirements, prevention of accidents involving Army motor vehicles and privately owned vehicles (POV), fire, radiation safety, accident causation, tactical safety, hazard identification, off duty safety, POV safety, accident reporting, asbestos/lead overview, explosive ordnance disposal, Ammunition Supply Point (ASP), range safety, on-site safety survey and other related topics. Students will be issued handouts, but should bring pencil and paper for taking notes.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 5 days: Mon, Tue, Wed, Fri 0900-1700, Thursday, 0700-1500

Prerequisites: SSG or above. **Candidates must have one year or more remaining in the unit.**

Enrollment: Call the Installation Safety, Training Office, at 239-2334

Information: Call Installation Safety, Tactical Safety Office, at 239-2514

Dates:

23-27 OCT 06

22-26 JAN 07

23-27 APR 07

23-27 JUL 07

General Industry Training (OSHA 10 hr)

Purpose: To assist supervisors in better understanding their role in the accident prevention process.

Course Description: Supervisors play an essential role in the prevention of accidents and in helping to reduce civilian compensation costs at Fort Riley. Upon completion of this course, supervisors will have a better understanding of the Fort Riley Safety Program and will be better equipped to perform their duties and responsibilities concerning accident prevention in accordance with AR 385-10. Course topics include OSHA and the Federal employee, accident reporting, hazard recognition, risk management, Federal Employee Compensation Act, respiratory protection and safety training requirements. This class is required civilian supervisors. This course does not meet the requirement for military Safety Officers/NCOs, IAW AR 385-10, Para 2-1 f (4).

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 7 hours, 0800-1630

Prerequisites: None. Personnel in a supervisor capacity are encouraged to attend the class. Personnel in a supervisory position for the first time should attend this class soon after becoming a supervisor

Enrollment: Call the Installation Safety, Training Office, at 239-2334

Information: Call Installation Safety, Base Operations Office, at 239-2514

Dates:

13-14 NOV 06

12-13 FEB 07

21-22 MAY 07

27-28 AUG 07

Chemical Agent Detector (CAD)/Improved Chemical Agent Monitor (ICAM) Radiation Safety Training

Purpose: Chemical Agent Detector (CAD) and Improved Chemical Agent Monitor (ICAM) Training is required by FR 11-9 and applicable Nuclear Regulatory Commission regulations and licenses.

Course Description: This training provides individuals with an understanding of the characteristics of Nickel-63 and its potential for contamination. It is mandatory that all personnel who work in direct support CAD and ICAM control repair shops, and their supervisors, attend this course annually and understand the proper procedures required for wipe testing, safe handling and repair of CADs and ICAMs.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 6 hours, 0900-1500

Prerequisites: None

Enrollment: Call the Installation Safety, Training Office, at 239-2334/8539

Information: Call Installation Safety, Radiation Safety Office at 239-2514

Dates:

13 APR 07

24 AUG 07

Local Radiation Safety Officer (LRSO) Training

Purpose: Fort Riley Local Radiation Safety Officer (LRSO) training is offered to meet the requirements in FR 11-9 and applicable Nuclear Regulatory Commission regulations and licenses.

Course Description: This training provides individuals with an understanding of the principles of radiation safety, radioactive material management and the potential of radiation contamination. It is mandatory that each individual appointed as an LRSO or alternate LRSO in direct support of Improved Chemical Agent Monitor (ICAM) and Chemical Agent Detector (CAD) maintenance shops, tritium fire control repair shop, calibration facility, or consolidated supply commodity warehouse understand the procedures for proper management of a local radiation protection program.

Location: Civilian Personnel Advisory Center (CPAC), Bldg. 319, Fort Riley, KS

Length: 40 hours, Mon-Fri, 0730-1600

Prerequisites: Individuals will be assigned as LRSOs or alternate LRSOs

Enrollment: Call the Installation Safety, Training Office, at 239-2334/8539

Information: Call Installation Safety, Radiation Safety Office at 239-2514

Dates:

30-4 MAY 07

Tritium Radiation Safety Training

Purpose: Tritium radiation safety training is offered to meet the requirements of the initial and annual refresher training required by FR 11-9 and applicable Nuclear Regulatory Commission regulations and licenses.

Course Description: This training provides individuals with an understanding of the characteristics of tritium and its potentials, contamination and safe-handling techniques. It is mandatory that all personnel who work at organization maintenance (turret mechanics and supply) and in direct support of tritium fire control repair shops, and their supervisors, attend this course annually and understands the proper procedures required for the safe handling of tritium commodities.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 3 hours, 0900-1200

Prerequisites: None

Enrollment: Call the Installation Safety, Training Office, at 239-2334

Information: Call Installation Safety, Radiation Safety Office, at 239-2514

Dates:

16 MAR 07

10 AUG 07

Range Officer in Charge/Range Safety Officer (OIC/RSO) Certification Course

Purpose: To provide potential Range Officer in Charge (OIC) and Range Safety Officer (RSO) the rules and regulations on safe and efficient conduct of all Fort Riley weapons ranges and training areas.

Course Description: Phase 1 of training will consist of a three-hour block of instruction and a two-hour test on Fort Riley Regulation 385-12, Range and Training Safety. Topics covered will be responsibilities, range policy and procedures, range communication procedures, range and training area operations, range safety, ammunition procedures, and an overview of specific weapon systems. Upon completion, qualified personnel will be familiar with the policies and procedures outlined in FR Reg. 385-12.

Location: Range Control, Bldg. 77709 Room 210, Fort Riley, KS

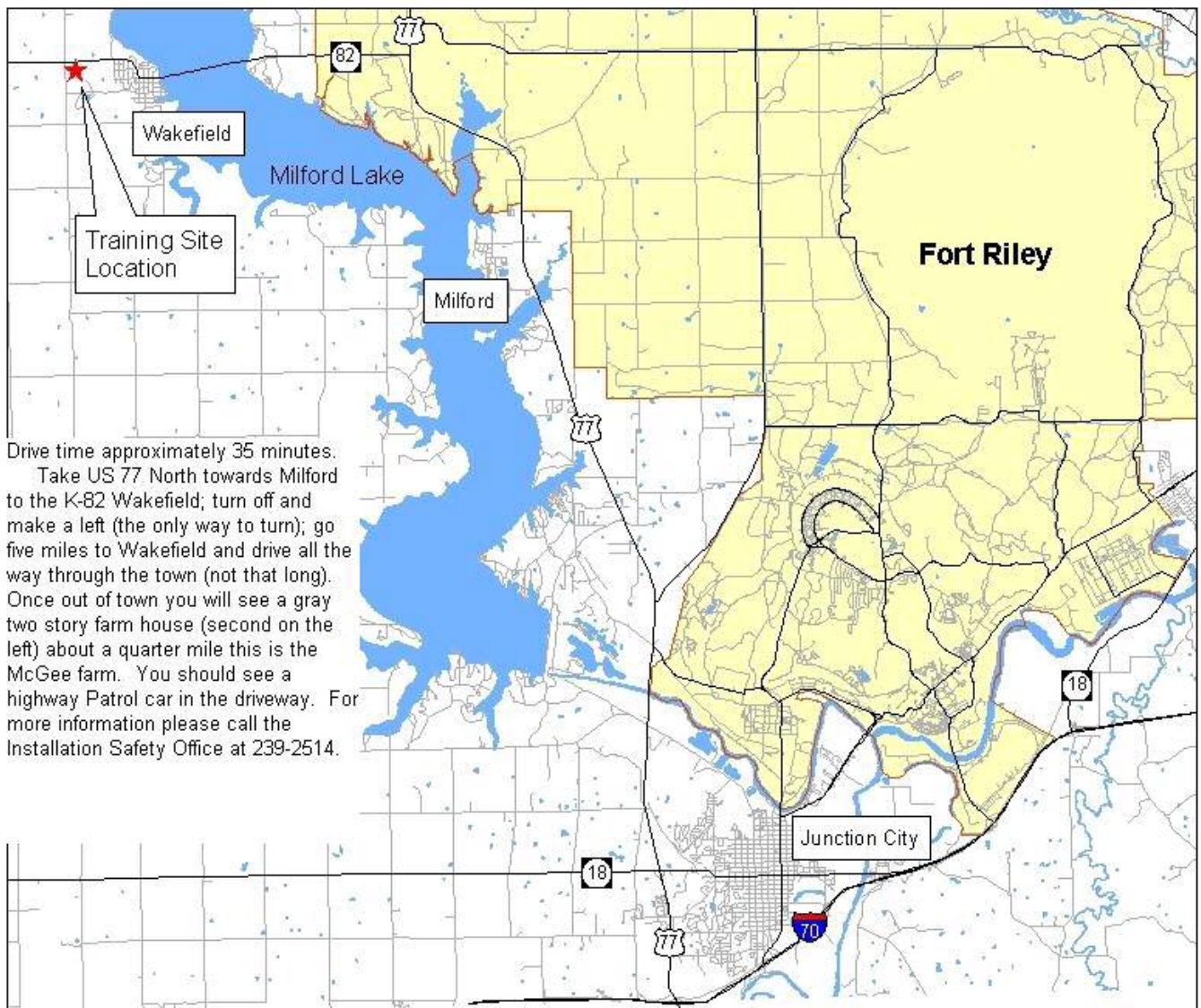
Length: 1 day, 0900-1200.

Prerequisites: Personnel designated by their Battalion Commander to operate range facilities

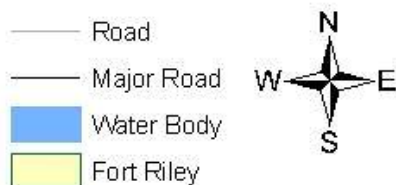
Enrollment: First come, first serve. Call Installation Safety, Tactical Safety Office, at 239-2073 or Range Support at 239-4803

Dates:

Every Tuesday at Range Support, Bldg 77709



ATV Site Training Location



Arthur hman March 14, 2005
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**All-Terrain Vehicle Rider Course
Motorcycle Defensive Driving Course (MDDC) Enrollment**

NAME: _____ **RANK:** _____ **UNIT:** _____

Last 4: _____ Age: _____ Make/CC: _____

Has the soldier been deployed within the last 180 days? Yes or No (Circle one.)

The above individual is scheduled for the All-Terrain Vehicle Rider Course on _____, at Wakefield on the McGee Farm, with a start time of 0800-1200 in warmer months or 1000-1400 in cooler weather. See Strip map for directions.

***NOTE: "ATVS and Helmets provided. Soldier must bring eye protection, long sleeve shirt/pants, over the ankle shoes, and gloves."**

ATV Riders Course: Individuals scheduled for the ATV Riders' course will have in his/her possession eye protection. A motorcycle license or permit is not needed. Each individual will have all the required PPE, long sleeve shirt/pants, over the ankle shoes, and gloves. Contractor provides ATV, and helmet.

Enrollment: (1) Individual will schedule a class date with their Battalion Schools POC, (2) Fill out enrollment form and have the commander and individual sign, (3) Return enrollment form to ISO within 72 hours to secure class date.

Cancellation: Cancellations require unit Commanders approval, ISO requires 72 hours notice prior to class date. This will allow ISO time to fill vacancies. If the ATV Rider Course is canceled due to bad weather or instructor constraints, the ISO will coordinate a new date. If the individual fails to attend training without prior approval, they will not be allowed to ride or operate their ATV. Individuals who fail to attend training will be reported to their unit for appropriate action and risk mitigation. The Battalion Commander will sign the next enrollment form for the individual.

Commander: The individual has been counseled on their responsibility to be at the appointed place of duty at the prescribed time with all PPE. This document will expire on the scheduled class date.

Commander Ph# _____ DATE: _____

Individual Ph# _____ DATE: _____

Installation Safety Office FAX 239-0741 DATE: _____

Cancellation: _____ DATE: _____
Commander

Reason: _____

**Dirt Bike Rider Course
Motorcycle Defensive Driving Course (MDDC) Enrollment**

NAME: _____ **RANK:** _____ **UNIT:** _____

LAST 4: _____ **Age:** _____ **Make/CC:** _____

Has the soldier been deployed within the last 180 days? Yes or No (Circle one.)

The above individual is scheduled for the All-Terrain Vehicle Rider Course on _____, at Wakefield on the McGee Farm, with a start time of 0800 warmer months or 1000-1400 in colder months. See Strip map for directions.

***NOTE: "Dirt Bikes and Helmets provided. Soldier must bring eye protection, long sleeve shirt/pants, over the ankle shoes, and gloves."**

ATV Riders Course: Individuals scheduled for the Dirt Bike Riders' course will have in his/her possession eye protection. A motorcycle license or permit is not needed. Each individual will have all the required PPE, long sleeve shirt/pants, over the ankle shoes, and gloves. Contractor provides Dirt Bike, and helmet.

Enrollment: (1) Individual will schedule a class date with the Installation Safety Office (ISO) @ 9-2334/2514, (2) Fill out enrollment form and have the commander and individual sign, (3) Return enrollment form to ISO within 72 hours to secure class date.

Cancellation: Cancellations require unit Commanders approval, ISO requires 72 hours notice prior to class date. This will allow ISO time to fill vacancies. If the Dirt Bike Rider Course is canceled due to bad weather or instructor constraints, the ISO will coordinate a new date. If the individual fails to attend training without prior approval, they will not be allowed to ride or operate their Dirt Bike. Individuals who fail to attend training will be reported to their unit for appropriate action and risk mitigation. The Battalion Commander will sign the next enrollment form for the individual.

Commander: The individual has been counseled on their responsibility to be at the appointed place of duty at the prescribed time with all PPE. This document will expire on the scheduled class date.

Commander DATE: _____

Individual DATE: _____

Installation Safety Office DATE: _____

Cancellation: _____
Commander DATE: _____

Reason: _____

**Experienced Rider Course
Motorcycle Defensive Driving Course (MDDC) Enrollment**

NAME: _____ **RANK:** _____ **UNIT:** _____

Last Four#: _____ **AGE#** _____ **MAKE/CC:** _____

Has the soldier been deployed within the last 180 days? Yes or No (Circle one.)

The above individual is scheduled for the Motorcycle Defensive Driving Course (MDDC) on _____ - _____, **Bldg 407 Pershing Court Rm 6, on Main Post, at 0900**

***NOTE: "NO ATVS OR DIRT BIKES ALLOWED."**

Experience Riders' (one-day): Individuals scheduled for the Experience Riders' course will have all of the required Personal Protective Equipment (PPE) IAW AR 385-55, Appendix B, para B-3. Each individual will have in his/her possession a license by a civil authority to operate a motorcycle or moped, a safe operating motorcycle, proper PPE, ID Card, and insurance as required by Kansas law. No sharing of motorcycles will be allowed in the advanced riders' course.

Enrollment: (1) Individual will schedule a class date with the BDE schools NOC. They BDE Schools NCO will coordinate the training with the Installation Safety Office (ISO) 239-2334/2514, (2) Fill out enrollment form and have the commander and individual sign, (3) Return enrollment form to BDE within 72 hours to secure class date.

Cancellation: Cancellations require unit Commanders approval, ISO requires 72 hours notice prior to class date. This will allow ISO time to fill vacancies. If the MDDC is canceled due to bad weather or instructor constraints, the ISO will coordinate a new date. If the individual fails to attend training without prior approval, they will not be allowed to ride or operate their motorcycle or moped on Fort Riley. Individuals who fail to attend training will be reported to their unit for appropriate action and risk mitigation. The Battalion Commander will sign the next enrollment for the individual.

Commander: The individual has been counseled on their responsibility to be at the appointed place of duty at the prescribed time with all PPE, licenses, and proof of insurance. This document will expire on the scheduled class date.

Commander Ph# _____ DATE: _____

Individual Ph# _____ DATE: _____

ISO FAX239-0741 DATE: _____

Cancellation: _____
Commander DATE: _____

Reason: _____

**Basic Rider Course
Motorcycle Defensive Driving Course (MDDC) Enrollment**

NAME: _____ **RANK:** _____ **UNIT:** _____

Last Four#: _____ **AGE#** _____ **MAKE/CC:** _____

Has the soldier been deployed within the last 180 days? Yes or No (Circle one.)

The above individual is scheduled for the Motorcycle Defensive Driving Course (MDDC) on _____, **Bldg 407, RM 6 at 0800.** (This course has classroom time, therefore it will start at 0800 on weekdays.)

***NOTE: "NO ATVS OR DIRT BIKES ALLOWED."**

Basic Riders' (two-day) Course: Individuals scheduled for the Basic Riders' course will have in his/her possession a license or permit to operate an automobile. A motorcycle license or permit is not needed. Each individual will have all the required PPE, long sleeve shirt/pants, over the ankle shoes, and full fingered gloves. Contractor provides motorcycles, helmet, and eye protection.

Enrollment: (1) Individual will schedule a class date with the BDE School NCO. The BDE School will coordinate the training with the Installation Safety Office (ISO) @ 9-2334/2514, (2) Fill out enrollment form and have the commander and individual sign, (3) Return enrollment form to ISO within 72 hours to secure class date.

Cancellation: Cancellations require unit Commanders approval, ISO requires 72 hours notice prior to class date. This will allow ISO time to fill vacancies. If the MDDC is canceled due to bad weather or instructor constraints, the ISO will coordinate a new date. If the individual fails to attend training without prior approval, they will not be allowed to ride or operate their motorcycle or moped on Fort Riley. Individuals who fail to attend training will be reported to their unit for appropriate action and risk mitigation. The Battalion Commander will sign the next enrollment for the individual.

Commander: The individual has been counseled on their responsibility to be at the appointed place of duty at the prescribed time with all PPE. This document will expire on the scheduled class date.

Commander/1SG Ph# _____ DATE: _____

Individual Ph# _____ DATE: _____

Installation Safety Office 239-8499/FAX 239-0741 DATE: _____

Cancellation: _____
Commander DATE: _____

Reason: _____
